

TICKLER FILE

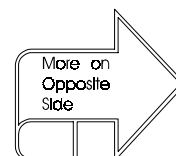
3 MONTHS PRIOR TO DEPARTURE

RECOMMENDED TASKS

Individual Who Agrees To
Complete This Task

Check When
Completed

1. Contact your sponsor as early as possible, or if you do not have a sponsor, submit a sponsor request form (NAVPERS 1330/2) through your present command. Marine Corps personnel may submit a request form through CONAD.
2. Obtain individual passports for each member of your family.
3. Make an appointment with the nearest Household Goods Office, Traffic Management Office or PPO for your pack out.
4. Arrange for any necessary inoculations.
5. Schedule eye examinations for all members of the family and arrange for duplicates of eyeglass prescriptions as well as an extra pair of glasses for each member using glasses.
6. Obtain certified copies of any marriage license, divorce decree, naturalization or citizenship papers, birth certificates, adoption papers or other documents that show official status.
7. Renew driver's license so it will be valid when you return to the U.S.
8. Obtain an International Driver's License through the American Automobile Association for use in countries where valid.
9. Coordinate travel plans with your PSD Office/CONAD in accordance with orders (e.g., report no later than, report no earlier than, leave authorized, concurrent travel, no concurrent travel). In some countries, concurrent travel for dependents will not be authorized because of housing limitations. Dual military couples with children must be particularly aware of this and make sure they discuss it with detailers early in the detailing process. Staggering of Projected Rotation Dates (PRDs) may be an option.
10. Make certain you make travel arrangements for the transporting of your pet if applicable. (MAC flights have limited space.)
11. If shipping a pet, check with your PSD Office/CONAD for current regulations. Most countries require certification of the veterinarian's examination, and shots must be scheduled so they are no more than 10 days old.



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12. Arrange to have all or part of your paycheck deposited directly to a U.S. bank or credit union. This can be done through the Disbursing Office at your current command. It is best to use a bank/credit union with a branch office at your new duty station.

13. Confirm that the automobile you plan to take is acceptable at your new command (e.g., pollution standards).

14. Purchase selected spare parts if you are going to a command with minimal service facilities (e.g., tires, fan belt, windshield wipers and various hoses).

15. If retaining your U.S. auto insurance, check to see that it covers the country of destination. If you insure overseas, some insurance companies will give reduced rates if you produce a letter from your U.S. company showing an accident-free record.

16. If you rent a house or apartment or live in quarters, inform your landlord or the housing office of your date of departure in writing.

17. Single parents/dual military couples with children must be sure to update the Dependent Care Certificate (OPNAV 1740/1) that is available at your local Personnel Support Detachment. This is a certificate that allows a designated adult to care for your children in your absence. Marine families should contact CONAD.

Decide how to save for unreimbursed moving expenses.

18. Begin keeping track of relocation expenses.

19. Make an inventory of possessions and their value. Photograph or videotape as necessary.

20. Take care of necessary medical, optical or dental appointments. Obtain a copy of records or find out how to have them forwarded later.

21. If military member is going Temporary Duty (TDY) in advance of Permanent Change of Station (PCS), have Power of Attorney or letter of authorization drawn up. In some instances, a "Special" Power of Attorney may be required.

Don't place any more mail order purchases.

23. Go to nearest Family Service Center (FSC) to obtain a copy of SITES booklet for your new duty station.

24. Request a Welcome Aboard Packet from your new duty station through the FSC.

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